

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF SMART GROWTH  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
FOR  
STATEWIDE LOCAL PLANNING ASSISTANCE  
STATE OF NEW JERSEY

**I. BACKGROUND**

The Office of Smart Growth is soliciting proposals from consultants to become pre-qualified contractors in order to provide planning assistance to local jurisdictions (defined below) or the Office of Smart Growth that leads to “Smart Growth” and more livable and sustainable communities through the Smart Future Planning Grant program.

“Smart Growth” means planning, designing and building livable communities in ways that make more efficient use of land and infrastructure improvements and in ways that protect the environment and valuable natural resources. The twin aspects of “Smart Growth” are revitalizing cities and towns to encourage redevelopment and infill, while also discouraging sprawl in suburban and rural areas through more compact development.

**II. PURPOSE**

The purpose of this request is to advance the legislative goals of the State Planning Act (N.J.S.A. 52:18A-196 et seq.) by providing local jurisdictions with additional technical planning resources in the form of Smart Future Planning Grants to pre-qualified planning consultants. The term local jurisdiction includes local government entities, redevelopment agencies, parking authorities, boards of education, county improvement authorities, special improvement districts, and where appropriate non-profit organizations, authorized by a local government.

**III. FUNDING AVAILABILITY**

For satisfactorily performing the work of each individual project, the grant recipients shall compensate the Consultant(s) a Fixed Fee, up to the maximum amount set forth in the Task Order authorizing the work of the individual project. The total compensation payable to the Consultant(s) shall include payment for all work performed by the Consultant and all sub-consultants as set forth in each Task Order.

**IV. STATEMENT OF PRE-QUALIFIED CONSULTANT’S WORK AND SERVICES THAT WILL BE REQUIRED BY THE SMART FUTURE GRANT**

If selected to implement the Smart Future Grant the following work may be performed by the Consultant(s) pursuant to Task Orders and may include any or all of the following services:

IV.1	Plan Endorsement
IV.2	Center plans (but not “center petitions”),
IV.3	Visioning and simulations,
IV.4	Land development ordinances and codes,
IV.5	Economic (re)development,
IV.6	Market analysis,
IV.7	Community involvement strategies,
IV.8	Capacity analyses.
IV.9	Redevelopment,
IV.10	Circulation planning including bicycling and pedestrian,
IV.11	Community Design,
IV.12	Community/urban designs and guidelines,
IV.13	In addition, other planning initiatives, as identified by the Director of the Office of Smart Growth, such as Planning and Implementation Agendas (PIAs) for designated centers and endorsed plans

## **V. REQUIRED DELIVERABLES FOR SMART FUTURE GRANT RECIEPIENTS**

Task orders shall include: development of, assistance in, and providing support for:

V. 1. Public meetings.

V. 2. Meetings with local (county and municipal) and state agency officials and consensus building.

- V. 3. Develop presentation materials (e.g., power point/slide shows, handouts, maps, graphics, etc.) for meetings.
- V. 4. Provide and sustain communication with both officials and the public via task forces, focus groups, etc.
- V. 5. Computer-generated data and information, such as databases, models, maps, 3D images, web sites, etc., to provide assistance in assessing and manipulating computer generated data and information. (Electronic deliverables, where appropriate, should be delivered as Adobe files on CD-ROM.)
- V. 6. Preparation of related reports, studies, maps, traffic flow line diagrams photographs, rendering/drawings, etc.

Electronic version of every deliverable is required including Power Point presentations, maps, reports, simulations, spreadsheets unless the Consultant(s) is specifically informed otherwise.

## **VI ADMINISTRATIVE PROVISIONS**

### **1. PROJECT MANAGER**

The project manager for this award is:

Curt Lavalla

Smart Future Program Manager

Office of Smart Growth

New Jersey Department of Community Affairs

101 South Broad Street, 7<sup>th</sup> Floor

P.O. Box 204

Trenton, New Jersey 08625-0204

Telephone: (609) 633-9648

The project manager will be responsible for reviewing and approving deliveries, specifications and reports.

The principal technical contact(s) for Smart Future Planning Grants is Curt Lavalla, Smart Growth Program Coordinator. The principal technical contact will be the primary point of contact between the municipalities and counties and the Consultant(s).

### **2. PROJECT SCHEDULE**

Prior to Smart Future Grant funding, the grantee will be required to have an initial meeting with the Office of Smart Growth where pre-qualified consultants will be discussed. Upon completion of this meeting, the applicant will then be expected to retain a pre-qualified consultant, where appropriate, and develop a comprehensive plan for the implementation of the grant proposal.

The proposal shall expire two years from the date of the award or upon the expenditure of the maximum project amount, whichever is earlier.

No Task Order will be executed more than two years from the date of award. However, any assignment authorized before the expiration of the two-year period shall be completed even if the completion date extends beyond this expiration date.

No Task Order will be executed unless the Department has appropriated sufficient funds to the municipality or county to complete the assignment.

### 3. STATUS REPORTS

The Consultant(s) will be required to submit a monthly status report to the Project Manager and the client local jurisdiction with at least the following information provided:

- 3.1 Progress made during the reporting period, including problems encountered and solved (discuss methods used), work accomplished, and scheduled deliverables delivered.
- 3.2 Explanation of failure to deliver any scheduled deliverables, including detailed plans to overcome the problem(s) and preclude any recurrence.
- 3.3 An update of the project schedule or chart showing works completed, impact of schedules missed, and a rescheduling of the balance of the project, if needed.

### 4. TECHNICAL PROPOSAL

The technical proposal shall describe the bidder's approach and plans to accomplish the work outlined in the **STATEMENT OF PRE-QUALIFIED CONSULTANT'S WORK AND SERVICES**. Those plans, approaches and qualifications should be described in sufficient detail to permit the Office of Smart Growth to evaluate them fairly and with a minimum of possible misinterpretation. Simple statements that a task will be completed or a mere reiteration of the RFP tasks are not acceptable. Further, the Consultant(s) should describe the efforts and skills necessary to complete the project and the staff that will be assigned to and manage the project.

### 5. SUBMISSION ADDRESS AND DATE

Responses to the request must be provided to  
Adam Zellner  
Executive Director  
Office of Smart Growth  
New Jersey Department of Community Affairs  
101 South Broad Street, 7<sup>th</sup> Floor  
P.O. Box 204  
Trenton, New Jersey 08625-0204

An original and five (5) copies of the proposal must be submitted.

## **6. EVALUATION OF RFQ PROPOSALS**

**The following criteria, not necessarily listed in order of significance, will be used to evaluate companies or individuals wishing to become Smart Future Grant pre-qualified vendors**

- 6.1 The Consultant's general approaches and plans to meet the requirements of the RFP as described above.**
- 6.2 The qualifications and relevant qualified experience, in projects of similar scope and size, of personnel to be assigned as shown on the required staff resumes.**
- 6.3 The Consultant's hourly rates for individuals retained to address said project;**
- 6.4 The Consultant 's relevant past experience in engagements of similar scope and size. (Note experience outside New Jersey is applicable. References in all cases will be required.)**
- 6.5 The ability of the Consultant, as judged by the Office, to complete the Task Orders described above successfully. This judgment will be based on such factors as past experience and the availability of staff to complete the tasks described above.**